

SAMPLE TRAFFIC MITIGATION PLAN

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|--|--|---------------------------------|--------------------|
| Company/Organization Global Solutions, Inc | | | |
| Address 555 County Drive | | City Silver Spring | State MD |
| | | Zip 20910 | |
| Number of Full-time Employees 300 | | Part-time Employees 0 | |
| Submitted by Tom A. Jones | | Title President | |
| Signature | | Date April 9, 2008 | |

Here's our plan to reduce gridlock in Montgomery County by offering the selected transportation benefits to our employees. In the first column, we've placed an *E* next to the strategies that we already have in place, and *N* next to the strategies that we will implement with this year's Traffic Mitigation Plan. In the last column, we've described our current or planned efforts.

E= Existing Strategy N= New Strategy * Required Strategy

| | <u>Traffic Mitigation Strategy</u> | <u>Employer Description</u> |
|----------------|---|--|
| * E | Contact person designated to receive and distribute information | Ellen Davis, Human Resources Director 301-555-5555; edavis@globalsolutions.com We will notify the TMD in writing of any changes in this information |
| * E | Information on transit/pooling/other commute alternatives distributed/ posted regularly (furnished by TMD) | Information on transportation services is posted in the employee break room. |
| * N | Facilitate TMD staff presentations to employees and HR/Administrative staff on commute information/alternatives on periodic basis | We hold an annual benefits seminar in the fall. We would like TMD Staff to attend to display information and answer employee questions. |
| * N | Guaranteed Ride Home Promotion (free regional program offering emergency rides) | We promote the Guaranteed Ride Home program to our employees. We provide brochures to employees with their monthly transit benefit. |
| * N | Annual Commuter Survey distributed to employees (short survey of transportation– supplied by TMD) | [Please describe your approach to gaining 80 percent participation from your employees] We will distribute survey to our employees via e-mail from our company president. We will also send an e-mail reminder. |
| * N | ADA information provided (transportation services for people with disabilities) | We will provide disabled employees with information on the regional Metro Access program and Montgomery County's Same Day Access program. |
| * N | Permanent display area for TMD-provided bus schedules and other transportation information | We plan to install a transit map and brochure racks in our employee break room. |
| * N | Compile information on yearly TMP activities and submit Annual Report | We will maintain a file on the promotion and implementation of the strategies selected above and include in our Annual Report to DPWT. |
| N | Attendance at free CSS-sponsored meetings/ workshops permitted for designated contact person | Ms. Davis will be permitted to attend four such meetings per year. |
| E | Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations) | We inform new employees of our transit subsidy program and provide Metro pocket guide and Ride On route maps to assist them in transit planning. |
| | Free or reduced rate parking for car/vanpools offered to employees | |

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|----------|---|---|
| | Preferred location and/or reserved parking for car/vanpools offered to employees | |
| | Provision of car sharing space in highly visible location within on-site parking facility. | We provide two car sharing spaces within our surface parking area near the building entrance. |
| | Provision of car sharing incentives, including paying part or all of membership costs, rental costs, or similar incentives. | We provide paid car sharing membership for all our employees and provide reduced-cost rental fees through an arrangement with the provider. We encourage use of car sharing vehicles when use of transit is not feasible for business or personal appointments. |
| N | Bike amenities at worksite, such as racks, lockers, and showers (TMD may be able to supply) | We will arrange to have bike racks installed in our garage. |
| | Transit/pedestrian amenities at worksite, e.g. sidewalks, benches, etc. | |
| | Carpool matching for employees (as part of free region-wide matching program, or can be on-site only) | |
| N | Alternative work schedules: <input type="checkbox"/> Flex Time <input type="checkbox"/> Jobsharing <input type="checkbox"/> Compressed Work Week <input checked="" type="checkbox"/> Telecommute/Teleworking | We have an informal telework program that allows some employees to telework in special circumstances. We have a formal telework program that started on _____, 2004 and _____ employees currently participate in this program. |
| E | Tax-free monthly transit subsidies provided to employees, including Super Fare Share, Fare Share and Metrochek. | Our company participates in the County's subsidy program. We started our program on _____, 2004 and _____ of our employees are currently participating in this program. The amount of the subsidy is \$_____ including the County portion. |
| N | Maryland State Commuter Tax Credit for employers | TMD Staff explained that we qualify for the State's 50 percent tax credit on our contributions to employees' commuting costs. This is worth up to \$50/month per participant in tax credits. We will apply for the tax credit this tax year. |
| | Pre-tax payroll deduction for transit costs offered to employees (Saves employer & employee money) | |
| | Transit passes/tokens offered for purchase at worksite (at full or reduced price) | |
| | Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs) | |
| | Ozone Action Days participation (regional program to alert people to dangerous air quality days) | |
| | Other : Please Indicate | |

Please attach to cover letter and submit to:

Mr. Arthur Holmes, Jr., Director,
 Montgomery County DPWT
 c/o Commuter Services
 8401 Colesville Road, Suite 150,
 Silver Spring MD 20910
 301-565-5890 (fax)

